

Business & Enterprise Systems

Integrity - Service - Excellence

Acquisition Award Schedule Tools Training



31 August 2015



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Overview



- **Description**
- **Benefits**
- **Template**
- **Next Step**



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Description



- Acquisition Award Schedule is a tool that provides assistance to the acquisition workforce and leadership in planning, scheduling, and delivering timely awards (contracts, task orders, and delivery orders). It is a pinpoint mechanism that provides a quick analysis of the acquisition schedule status of any BES program.
 - The tools **apply to**:
 - Actions that are Performance Based Acquisition
 - Actions that have evaluation criteria with key technical discriminators
 - The tools **do not reflect/consider**:
 - Additional time due to a protest



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Benefits



- **Acquisition Award Schedule provides:**
 - **Immediate insight into acquisition award schedule**
 - **Readily available resource for BES Division Chiefs, PMs, and COs**
 - **Consistent/standard acquisition schedule approach -- simplified**
 - **Standardized format (MS Excel) for both Contracting and Program Management (most COs do not have MS Project)**
 - **Ability to formulate and collect metrics, e.g. actual versus projected award process**
 - **Support of BES hotwash process**

Template



- **Acquisition Award Schedule Tool**
 - 12-Month Acquisition Award Schedule Template - SAT to \$50M
 - 18-Month Acquisition Award Schedule Template (With MIRTHS) - over \$50M



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Backup



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Guidelines



- **This schedule was constructed based on an award schedule, from the point in which the requirements are baseline to award**
 - **It is not inferred that it will take all Program Management Offices (PMOs) 12/18-months to award. The Program Office should however began the process to award no later than 18/12-months prior to award**
- **The requirements must be baseline prior to the start of the 12/18-months period**
 - **The PMO should begin identifying and appointing the MFT members NLT 12/18-months prior to the Need Date**
- **The Events have been locked in order to ensure consistency among each program's acquisition award schedule**
- **Events may vary based on the total estimated value (with all options) and complexities of the acquisition**
 - **Any events that are not required, should not be deleted but should have a zero (0) in Column C. Do not remove any events**



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Guidelines



- **Events in Column B with (*) can run concurrently.**
- **Column E is Projected Event Completion Date based on the Need Date inserted in Cell G3 and the Projected Events Days in Column C**
- **The Actual Event Completion Dates should be inserted into the schedule as the events are completed**
- **Column C reflects the number of Projected Calendar Days**
 - **MS Excel spreadsheets do not distinguish weekends or holidays**
 - **This 12/18-months Award Schedule is based on a 12/18-months schedule from requirement baseline to award regardless of weekends or holidays**



Completing the Template



- 1. Complete Columns/Cell B2 through B5 and E1 through E5 with the information as noted

Acquisition Award Schedule: \$150,000 to \$50M		Title: Air Force Project XYZ	
BES Program Office: HI/XYZ Program Office		PR#: F2NXX000XXX	Date the contract needs to be in place (start with entry in cell below)
BES Program Office POC: Mr. John Doe		RFP #: FA8771-14-R-0000	19-May-15
Acquisition Strategy (8(a), NETCENTS-2 T.O., etc.): NETCENTS-2 - Application Services - Small Business		POP: 20 May 15 - 19 May 2019	Date the requirement needs to be received to PK by:
Contracting POC: Ms. Jane Doe		Est. Value: \$27.5M	19-Jan-15

Completing the Template



- 2. Insert your current need (start) date in Cell G3

Date the contract needs to be in place
(start with entry in cell below)

19-May-15